**CURRICULUM VITAE**

**BABI JOSEPH MAKIA TANGWANG**

**MARKETING EXECUTIVE**

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**Visa: Resident Visa U.A.E**

**Objective**

I wish to expand my product marketing portfolio and develop skills and strategies in the competitive marketing industry. I have experience both in Africa and UAE.

**Experience**

Marketing Analyst, 2015-2017

Douala International Terminal, IT Department

Responsibilities:

* Planning, developing and implementing effective marketing communication campaigns.
* Using the full marketing mix for the company’s marketing communications
* Writing copy for all marketing collateral, including brochures, letters, emails and websites.
* Understanding the product and customer profile and write thorough specs for each.
* Monitoring ongoing campaign spend against the budget, keeping accurate records and highlighting where variances occur.
* Producing an accurate summary of total spend at the end of a marketing campaign.
* Undertaking detailed ongoing analysis of marketing campaigns to ensure targets are met.
* Assisting in the production of ongoing competitor analysis and reporting, with particular reference to pricing, presentation and promotion.

Cashier and Receptionist, 2017-2018

Hashtag Burger Café, Mussafah, Abu Dhabi

Responsibilities:

• Welcome customers who enter the restaurant and ensure that they are being looked after by waiters

• Ascertain that menus display the correct pricing and tax information

• Change prices or tax information on menus as per instructions from the management

• Operate cash machines and POS to calculate customers’ bills

• Check bills to see if the correct amount has been displayed and print them out

• Answer customers’ questions regarding billed items

• Record totaled amounts, including expenses in restaurant’s database

• Take cash payments in exchange of services rendered

• Process credit and debit card payments and ensure that customers sign receipts

• Assist waiters and servers during rush hours by packing takeaways and leftovers

• Keep track of inventory and ensure that restaurant supplies are ordered on time

• Count cash in the cash register at the end of each shift and ensure that it tally.

**Skills**

* Programming skills in C+
* Web Designing skills Adobe CC
* Microsoft Office, excellent in Word, Excel, Outlook, PowerPoint and Access
* Language, excellent in English and French and beginner in Arabic

**Interests and Activities**

* Subscribe to The Journal of Petroleum Technology to keep up-to-date with issues in the oil and gas industry.
* Enjoy coding and reading news from around the world.
* Passion for travelling in order to learn about the history, culture and lifestyle of different countries.

**Education**

1. University of Buea, Cameroon

Bachelor of Engineering in Petroleum Engineering (2012-2016, 3.01 GPA)

1. Cyber World Computer Training Center

Computer Vocational Training Certificate (2015)

Reference available upon request